

Specifications – Mail Insertion and Overflow Services General Services – Postal Services

Services to be performed as follows:

1. Contractor to provide mail, services, that will provide the State with the maximum discount available for that mail.
2. Contractor may be requested to process an average of 25,000 pieces of mail every day. The actual daily mail volume will fluctuate considerably. In an emergency, the Contractor may be required to process approximately 100,000 or more pieces of mail each day.
3. Contractor shall pick-up mail daily, Monday through Friday, excluding holidays. All mail shall be picked up no later than 3 hours after request by the State
4. Contractor shall provide a receipt and signature upon each pick-up.
5. Contractor to prepare mail for delivery to letter sorting vendor, eligible letter mail according to the most recent edition of the United States Postal Service Domestic Mail Manual abiding be all applicable regulations.
6. Contractor guarantees to deliver all mail received from this contract to the letter sorting vendor.
7. Contractor shall provide General Services, Postal Services Division the following information after each month of service. This information is to be a consolidated report, not broken down into weeks.
 - A. Total Number of pieces processed.
8. The Contractor will invoice for inserting service on a monthly basis. One (1) invoice per month.
9. Line will be added to the contract upon award used to reimburse contractor for postage charges. No bids are required for this line, but it will show up on the final contract as a postage payment line item.
10. Turnaround time not to exceed five (5) business days.
11. Contractor must be SOC2 certified.
12. Contractor must be HIPPA certified.
13. Contractor must comply with all State and Federal Regulations.